



Report Card For
Child Care Centers

Issued To:

Facility: _____

Date: _____

Accredited by: _____





Report Card For Child Care Centers

Facility Name: _____ Date: _____

Accredited by: _____

| DIRECTOR QUALIFICATIONS | PROFESSIONAL DEVELOPMENT <small>Qualifications of Teaching Staff*</small> <small>* Exception for supervised students in a co-op program</small> | COMPLIANCE HISTORY | PARENT/FAMILY INVOLVEMENT | RATIO AND GROUP SIZE <small>Adult: child ratios in multi-age grouping*</small> | STAFF COMPENSATION | PROGRAM ASSESSMENT | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--|--|---|---|------------|---------|-----|----|---------|-----|----|--------|-----|----|------------------------------|------|----|------------------------------|------|----|------------------------------|------|----|---|---|--------|--|--|
| <input type="checkbox"/> 20 hours' training every year. <input type="checkbox"/> 1 of the following: — High School Diploma, with a Child Development Associate credential, and 7 years' experience administering an early care and/or education program; or — Associate's Degree in a relevant area and 4 years' experience administering an early care and/or education program; or — Bachelor's Degree or higher in a relevant area and 2 years' experience administering an early care and/or education program. | <input type="checkbox"/> All teaching staff that work with children and are used to meet adult:child ratios have high school diploma or its equivalent. <input type="checkbox"/> Written plan for transitioning children affected by teaching staff turnover. <input type="checkbox"/> All teaching staff receive at least 6 hours' annual training above the training required by licensing regulations. <input type="checkbox"/> 50% of teaching staff have 1 of the following: — 4 years' experience in an early care and/or education program and enrollment in TECTA Orientation, a Tennessee Technology Center, or equivalent training; or — 3 years' experience in an early care and/or education program and documented enrollment in Child Development Associate credential or equivalent; or — 2 years' experience in an early care and/or education program and a Child Development Associate credential or equivalent; or — 1 year experience in an early care and/or education program and Associate's Degree; or — Bachelor's Degree. | <input type="checkbox"/> During the previous licensing year the agency: — was not put on probation; — did not have any part of its license suspended; — did not receive a major civil penalty; or — did not receive more than 3 minor civil penalties. | <input type="checkbox"/> Provides a bulletin board for communications/announcements to parents. <input type="checkbox"/> Offers 1 group parent meeting per licensing year to all families receiving service. <input type="checkbox"/> Offers 1 parent/teacher conference per year for each child receiving service. <input type="checkbox"/> Provides a monthly newsletter designed for parents. <input type="checkbox"/> Offers 1 parent educational workshop per licensing year for all families receiving service. <input type="checkbox"/> Maintains a Parent Advisory Council which meets at least 2 times per year. | <input type="checkbox"/> Meets the following higher ratios and group sizes: <table><thead><tr><th>Age</th><th>A:C Ratio</th><th>Group Size</th></tr></thead><tbody><tr><td>Toddler</td><td>1:4</td><td>12</td></tr><tr><td>2 yrs.</td><td>1:5</td><td>10</td></tr><tr><td>3 yrs.</td><td>1:8</td><td>16</td></tr><tr><td>4 yrs.</td><td>1:13</td><td>20</td></tr><tr><td>5 yrs. (not in kindergarten)</td><td>1:15</td><td>20</td></tr><tr><td>K-8 yrs.</td><td>1:17</td><td>25</td></tr><tr><td>9-12 yrs.</td><td>1:19</td><td>25</td></tr></tbody></table> | Age | A:C Ratio | Group Size | Toddler | 1:4 | 12 | 2 yrs. | 1:5 | 10 | 3 yrs. | 1:8 | 16 | 4 yrs. | 1:13 | 20 | 5 yrs. (not in kindergarten) | 1:15 | 20 | K-8 yrs. | 1:17 | 25 | 9-12 yrs. | 1:19 | 25 | <input type="checkbox"/> Provides an employee pay scale for all staff. <input type="checkbox"/> Provides a pay scale for the teaching staff that is related to the employee's education, training, and/or experience in child care/education. <input type="checkbox"/> Provides at least 4 of the following employee benefits listed below: — payment of individual professional membership or association fees; — insurance supplement; — paid leave (e.g. sick, vacation, holiday, personal, family, bereavement); — reduced fee to staff for child care services; — money or cash equivalent bonuses (e.g. gift cards); — insurance (e.g. health, life, accident, disability, dental, vision); — tuition for academic education; — paid participation in staff development/ training; — retirement fund (e.g. 401k); — flextime; — differential shift pay. | <input type="checkbox"/> Selected rooms or groups were assessed by trained observers using a scale that indicates the level of quality in the room or group as being either "Inadequate," "Minimal," "Average," "Good" or "Excellent." This agency received a score of _____. This score indicates a level of quality observed in this child care agency that was at least GOOD or higher as compared to national findings. <input type="checkbox"/> Following the initial agency assessment, has developed an improvement plan based upon the agency's Assessment Results. |
| Age | A:C Ratio | Group Size | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Toddler | 1:4 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 yrs. | 1:5 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 yrs. | 1:8 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 yrs. | 1:13 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 yrs. (not in kindergarten) | 1:15 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| K-8 yrs. | 1:17 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9-12 yrs. | 1:19 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> High school diploma. <input type="checkbox"/> 30 hours' pre-service orientation training, including age specific training, inclusion of children with special needs and business management/administration. <input type="checkbox"/> 8 years' experience in early care and/or education, with 4 years' experience administering an early care and/or education program. | <input type="checkbox"/> All teaching staff that work with children and are used to meet adult:child ratios have high school diploma or its equivalent. <input type="checkbox"/> 25% of teaching staff have 1 of the following: — 3 years' experience in early care and/or education and 30 hours' training through TECTA, a Tennessee Technology Center, or — Enrollment in a Child Development Associate program. <input type="checkbox"/> All teaching staff receive annually a minimum of 3 hours' training above the training hours required by licensing regulations. | <input type="checkbox"/> During the previous licensing year the agency: — was not put on probation; — did not have any part of its license suspended; — did not receive a major civil penalty; or — did not receive more than 4 minor civil penalties. | <input type="checkbox"/> Provides a bulletin board for communications/announcements to parents. <input type="checkbox"/> Offers 1 group parent meeting per licensing year to all families receiving service. <input type="checkbox"/> Provides a quarterly newsletter designed for parents. <input type="checkbox"/> Offers 1 parent/teacher conference per year for each child receiving service. | <input type="checkbox"/> Meets the following higher ratios and group sizes: <table><thead><tr><th>Age</th><th>A:C Ratio</th><th>Group Size</th></tr></thead><tbody><tr><td>Toddler</td><td>1:5</td><td>10</td></tr><tr><td>2 yrs.</td><td>1:6</td><td>12</td></tr><tr><td>3 yrs.</td><td>1:9</td><td>18</td></tr><tr><td>5 yrs. (not in kindergarten)</td><td>1:19</td><td>20</td></tr><tr><td>K-8 yrs.</td><td>1:18</td><td>25</td></tr><tr><td>9-12 yrs.</td><td>1:20</td><td>25</td></tr></tbody></table> | Age | A:C Ratio | Group Size | Toddler | 1:5 | 10 | 2 yrs. | 1:6 | 12 | 3 yrs. | 1:9 | 18 | 5 yrs. (not in kindergarten) | 1:19 | 20 | K-8 yrs. | 1:18 | 25 | 9-12 yrs. | 1:20 | 25 | <input type="checkbox"/> Provides an employee pay scale for the teaching staff. <input type="checkbox"/> Provides at least 3 of the following employee benefits listed below: — payment of individual professional membership or association fees; — insurance supplement; — paid leave (e.g. sick, vacation, holiday, personal, family, bereavement); — reduced fee to staff for child care services; — money or cash equivalent bonuses (e.g. gift cards); — insurance (e.g. health, life, accident, disability, dental, vision); — tuition for academic education; — paid participation in staff development/ training; — retirement fund (e.g. 401k); — flextime; — differential shift pay. | <input type="checkbox"/> Selected rooms or groups were assessed by trained observers using a scale that indicates the level of quality in the room or group as being either "Inadequate," "Minimal," "Average," "Good" or "Excellent." This agency received a score of _____. This score indicates a level of quality observed in this child care agency that was between AVERAGE and GOOD as compared to national findings. <input type="checkbox"/> Following the initial agency assessment, has developed an improvement plan based upon the agency's Assessment Results. | | | |
| Age | A:C Ratio | Group Size | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Toddler | 1:5 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 yrs. | 1:6 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5 yrs. (not in kindergarten) | 1:19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| K-8 yrs. | 1:18 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9-12 yrs. | 1:20 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> High school diploma or its equivalent. <input type="checkbox"/> 30 hours' pre-service orientation training, including age specific training, inclusion of children with special needs and business management/administration. <input type="checkbox"/> 5 years' experience in early care and/or education, with 4 years' experience administering an early care and/or education program. | <input type="checkbox"/> All teaching staff that work with children and are used to meet adult:child ratios have high school diploma or its equivalent. <input type="checkbox"/> 10% of teaching staff have 30 hours' training through TECTA, a Tennessee Technology Center, or equivalent training. <input type="checkbox"/> All teaching staff receive annually a minimum of 3 hours' training above the training hours required by licensing regulations. | <input type="checkbox"/> During the previous licensing year the agency: — was not put on probation; — did not have any part of its license suspended; — did not receive a major civil penalty; or — did not receive more than 5 minor civil penalties. | <input type="checkbox"/> Provides a bulletin board for communications/announcements to parents. <input type="checkbox"/> Offers 1 group parent meeting per licensing year to all families receiving service. | <input type="checkbox"/> Required ratios and group sizes (Single Age Grouping): <table><thead><tr><th>Age</th><th>A:C Ratio</th><th>Group Size</th></tr></thead><tbody><tr><td>Infant</td><td>1:4</td><td>8</td></tr><tr><td>Toddler</td><td>1:6</td><td>12</td></tr><tr><td>2 yrs.</td><td>1:7</td><td>14</td></tr><tr><td>3 yrs.</td><td>1:9</td><td>18</td></tr><tr><td>4 yrs.</td><td>1:13</td><td>20</td></tr><tr><td>5 yrs. (not in kindergarten)</td><td>1:16</td><td>20</td></tr><tr><td>K & Above</td><td>1:20</td><td>No Max</td></tr></tbody></table> <p><small>*The adult:child ratio in a multi-age grouping shall be determined by the age of the majority of the children in the group unless the group contains an infant, in which case the adult: child ratio for infants shall always be maintained. If the ages of the children are evenly divided, and thus, there is no majority age, the adult:child ratio for the group shall be set by the adult:child ratio required in a single age grouping of the youngest child in the group.</small></p> | Age | A:C Ratio | Group Size | Infant | 1:4 | 8 | Toddler | 1:6 | 12 | 2 yrs. | 1:7 | 14 | 3 yrs. | 1:9 | 18 | 4 yrs. | 1:13 | 20 | 5 yrs. (not in kindergarten) | 1:16 | 20 | K & Above | 1:20 | No Max | <input type="checkbox"/> Provides an employee pay scale for the teaching staff. <input type="checkbox"/> Provides at least 2 of the following employee benefits listed below: — payment of individual professional membership or association fees; — insurance supplement; — paid leave (e.g. sick, vacation, holiday, personal, family, bereavement); — reduced fee to staff for child care services; — money or cash equivalent bonuses (e.g. gift cards); — insurance (e.g. health, life, accident, disability, dental, vision); — tuition for academic education; — paid participation in staff development/ training; — retirement fund (e.g. 401k); — flextime; — differential shift pay. | <input type="checkbox"/> Selected rooms or groups were assessed by trained observers using a scale that indicates the level of quality in the room or group as being either "Inadequate," "Minimal," "Average," "Good" or "Excellent." This agency received a score of _____. This score indicates a level of quality observed in this child care agency that was AVERAGE as compared to national findings. <input type="checkbox"/> Following the initial agency assessment, has developed an improvement plan based upon the agency's Assessment Results. |
| Age | A:C Ratio | Group Size | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Infant | 1:4 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Toddler | 1:6 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 yrs. | 1:7 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| K & Above | 1:20 | No Max | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> High school diploma and 4 years' full-time work experience with young children. <input type="checkbox"/> 4 hours' pre-employment training. <input type="checkbox"/> 30 hours' TECTA or comparable training, or 4 years' college and 1 year full-time work experience with young children in a group setting; or 2 years' college with at least 30 hours in business or management, child or youth development, early childhood education or related field, and 2 years' full-time work experience with young children in a group setting; or was employed as an on-site director or child care agency owner as of July 1, 2000. | <input type="checkbox"/> First year: Completion of 18 hours' in-service training including 2 hours' pre-service training within the first 30 days, an additional 6 hours within the first 6 months, and the remaining 10 hours before the end of the first year. <input type="checkbox"/> After first year: Completion of 12 hours' training annually. | <input type="checkbox"/> Agency is currently licensed. | <input type="checkbox"/> Provides written policies and procedures at time of admission. <input type="checkbox"/> Requires preenrollment visit by parent or designee. <input type="checkbox"/> Maintains a plan for regular and ongoing communication with parents concerning curriculum, changes in personnel, planned changes affecting children's routine care. <input type="checkbox"/> Conducts an awareness program for parents once a year that includes a child abuse prevention component, with information on the detection, reporting, and prevention of child abuse in centers and in the home. | <input type="checkbox"/> Complies with licensing regulations. | <input type="checkbox"/> No minimum licensing standard. | <input type="checkbox"/> No minimum licensing standard. | | | | | | | | | | | | | | | | | | | | | | | | |

HIGHER QUALITY STANDARDS

BETTER

MINIMUM STANDARDS